

# Event Notification Form



***This form MUST be completed for each event to inform Council for planning and promotion.***

## **EVENT DETAILS:**

Name: \_\_\_\_\_

Organising Body: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Cost: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Website: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **CONTACT DETAILS** *(these will be used for promotion. Please leave blank if you do not wish these to be made public):*

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Email: \_\_\_\_\_

The information you provide may be used for promotional and advertising purposes of Forbes. Forbes Shire Council may include the Forbes Shire Website, internal and external Forbes Shire communications, tourism promotions including Forbes Event Calendar and Forbes Shire Council 'Find it in Forbes' social media outlets. Forbes Shire Council will endeavour to use this information to promote your event, however this does **not guarantee** that your event information will be promoted through promotional channels.

***Please sign below to confirm you have read and understood the Forbes Shire Council Event Notification terms and conditions:***

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return this form to Forbes Shire Council's Visitor Services Officer  
Deliver/Post: Forbes Railway Visitor Information Centre, 2 Union Street FORBES NSW 2871  
Email: [tourism@forbes.nsw.gov.au](mailto:tourism@forbes.nsw.gov.au)  
For further enquiries phone 02 6850 2356***